

Project Planning Process (PPP) Checklist

Date(s) of Assessment: _____ Project: _____
 Assessor(s): _____ Process Assessed: _____

		Y, N, NA	F, O	Comments
ASSESSMENT PREPARATION				
1	Have standards been identified to clearly define the process assessment?			
2	Were guidelines used to prepare for the assessment?			
3	Has the project submitted any request for deviations or waivers to the defined process?			
4	Have entrance and exit criteria been established for the assessment?			
5	Were the appropriate stakeholders involved in this assessment?			
PROJECT CONTROL ACTIVITY				
6	Has the scope of the project been estimated?			
7	Are project requirements identified?			
8	Are product requirements identified?			
9	Were Tasks and Work Products identified? Note: Work products may include task descriptions, work package descriptions, WBS, plans, and procedures.			
10	Has a Work Breakdown Structure (WBS) been developed?			
11	Is the WBS based on the product architecture?			
12	Are Work packages in sufficient detail to identify the following project estimates:			
12a	Tasks?			
12b	Responsibilities?			
12c	Schedule?			
13	Are project effort and cost estimates established for tasks and work products?			

Revision: 1.0

Page 1 of 4

Y=Yes, N=No, NA=Not Applicable, F=Finding, O=Observation

For more information, please visit the NASA GSFC Software Assurance Website, at <http://sw-assurance.gsfc.nasa.gov>.

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14	As applicable, have the following been developed:			
14a	Development concepts?			
14b	Mission Development Strategies?			
14c	Data Management Plans?			
14d	Acquisition strategies?			
14e	Space operations service agreements?			
14f	Launch service agreements?			
14g	Logistics Management?			
14h	Information Management Technology?			
14i	Resource Management?			
14j	Earned Value Management?			
PROJECT PLANNING PROCESS OBJECTIVES				
15	Is a Project Plan established?			
16	Is there evidence that the Project Plan's content is maintained to reflect any changes (e.g., work products, resources)?			
17	Has a schedule been developed that identifies major milestones, task dependencies, critical paths, and constraints?			
18	Has the project's budget been established?			
19	Have resources been allocated to adequately implement the project planning process?			
20	Have training requirements been identified?			
21	Are risks identified, documented, analyzed, prioritized, and updated, as appropriate?			
22	Is there evidence of higher level management review of the project planning process?			

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23	Is there evidence of work products, measures, measurement results, and improvement information derived from planning and performing the project planning process to support the future use and improvement of the organization's processes and process assets?			
24	Have commitments to the Project Plan been established and maintained?			
25	Has the project obtained commitment from the stakeholders responsible for performing and supporting the plan's execution?			
POST REVIEW ACTIVITIES				
26	At the conclusion of the assessment, is an understanding reached on the validity and degree of completeness of the Project Planning Process?			
27	Did all designated parties concur in the acceptability of the Project Planning Process?			
28	Are there any risks, issues, or request for actions (RFAs) that require follow-up?			
29	Is there a process in place for reviewing and tracking the closure of risks, issues, or RFAs?			
30	Have all artifacts been placed under formal configuration control?			
31	Were Lessons Learned addressed and captured?			
REFERENCE ITEMS/DOCUMENTS				
<i>CMMI Version 1.1, Guidelines for Process and Integration and Product Improvement</i>				
<i>NPR 7120.5B, NASA Program and Project Management Processes and Requirements</i>				

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COMMENTS PAGE _____ **of** _____

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